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INTERNATIONAL ORGANIZATION FOR STANDARDIZATION

**ISO RECOMMENDATION
R 999**

INDEX OF A PUBLICATION

1st EDITION

February 1969

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BRIEF HISTORY

The ISO Recommendation R 999, *Index of a publication*, was drawn up by Technical Committee ISO/TC 46, *Documentation*, the Secretariat of which is held by the Deutscher Normenausschuss (DNA).

Work on this question led, in 1967, to the adoption of a Draft ISO Recommendation.

In December 1967, this Draft ISO Recommendation (No. 1416) was circulated to all the ISO Member Bodies for enquiry. It was approved, subject to a few modifications of an editorial nature, by the following Member Bodies :

Australia	Hungary	Romania
Belgium	India	South Africa, Rep. of
Brazil	Iran	Spain
Canada	Ireland	Sweden
Chile	Israel	Switzerland
Czechoslovakia	Italy	Turkey
Denmark	Netherlands	U.A.R.
France	New Zealand	United Kingdom
Germany	Norway	Yugoslavia
Greece	Portugal	

One Member Body opposed the approval of the Draft :

Poland

The Draft ISO Recommendation was then submitted by correspondence to the ISO Council, which decided, in February 1969, to accept it as an ISO RECOMMENDATION.

INDEX OF A PUBLICATION

1. SCOPE

This ISO Recommendation provides a set of rules intended to enable publishers and editors to produce the indexes of publications in a form that facilitates their use by bibliographers, librarians and researchers.

Although this ISO Recommendation has been prepared in general for manual indexing, many of the basic principles apply equally to machine indexing.

2. DEFINITION

The *index of a publication* is a detailed listing, arranged according to one of the methods given in clause 3.1, of all the subjects, personal names, geographical and place names, events, and other matters treated, with indication of their place in the publication.

3. TYPES OF INDEX

3.1 An index may be arranged, entirely or primarily, by

- (a) alphabetical order of entries (subjects, personal names, etc.);
- (b) classified order of entries (subjects, personal names, etc.);
- (c) chronological, numerical, alpha-numerical, etc., order of entries (historical events, names, patents, standards, reports, UDC numbers, etc.).

3.2 It may be

3.2.1 preferably, a *general index* combining in one list all items which should appear in the index (see clause 3.2.2).

3.2.2 a *special index* of, for example :

- subjects,
- authors,
- persons and corporate bodies,
- geographical and place names,
- abbreviations, sigla, symbols, etc.,
- citations (references to passages in standard works, statutes, etc.),
- advertisers (separated from other indexes and preferably on the last pages of the publication),
- titles of works.